



Our actions to fight against COVID-19

(To Chinese students only) 入学时需要首先知道的几件事

- 怎样写邮件（日文） <https://tech.nikkeibp.co.jp/atcl/nxt/column/18/00667/032800002/>
- 怎样做研究（中文） https://mp.weixin.qq.com/s/85pGxXidvCDXgM9_S73WYQ
- 美国教授写给被开除的中国学生的信 <https://m.jjl.cn/case/218000.html>

(To all) **Important information**

How to do research

- [How to start](#)
- [How to write an academic paper](#)

Be on time

- **Speakers** should arrive 10 minutes before to open the door, prepare the projector, PC, pointer, air conditioner, light, curtain, tables, chairs, etc.
- **Non-speakers** should arrive 5 minutes before. You can help the speaker(s) for preparation or talk with him/her to exchange some information.
- **Prof. Zhao** usually arrives 3 minutes before.
- Gonna to be **late**? Send an email to ML before the seminar. If you are going to be **absent**, please inform Prof. Zhao at least one day before.

On paper submitting and appointment

- Always submit paper, document, application, etc, **one day before the deadline**.
- If you want me to write a recommendation letter, write a draft and sent it to me at one week before the deadline.
- Reply an email the same day you received it. If you cannot finish a task the same day, reply (in the same day) to discuss the deadline.
- Take an appointment with Prof. Zhao at least one week before.
- The office hour of Prof. Zhao is **2pm-5pm**.
- Upload a paper and a presentation file to the wiki one day before the seminar if you are a speaker.

On paper and slides

- **Paper** should follow the format for QE. It can be incomplete but should be prepared carefully. Please submit the source file (or a compressed archive if there are more than two source files) and a PDF.
- **Presentation file** contains the slides. If you modified the slides after uploading, please re-upload it again.
- Uploading is done by Media Manager. Please name your file as date-name-filetype.ext such as 20170410-liangz-slides.pdf.

Language

- The **official languages are English and Japanese**. Please master both.

Personal documents

- You should create a personal namespace user:yourname in this wiki (e.g., user:liang) and put all your documents (paper, slides, other files) in that namespace by the Media Manager. Then put links in the pages that refer to these files.

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